



**DRAFT
PLANNING & COMMUNITY
DEVELOPMENT COMMITTEE**

**MARCH 8, 2010
MINUTES**

I. CALL TO ORDER

Chair Lynn Norman called the meeting to order at 5:04 p.m. in Conference Room 1, located on the second floor of One East Main Street, Auburn, WA. Committee members present were: Chair Lynn Norman, Vice Chair Nancy Backus and Member Rich Wagner.

Staff members present included: Mayor Pete Lewis, Interim Director Kevin Snyder, Principal Planner Jeff Dixon, Environmental Protection Manager Chris Andersen, Environmental Planner Jennifer Shih, Community Services Manager Michael Hursh, Assistant City Attorney Steven Gross, Parks, Arts & Recreation Director Daryl Faber, Storm Drainage Engineer Tim Carlaw, Water Quality Program Coordinator Chris Thorn, and Planning Secretary Renee Tobias.

Audience members present included: Wayne Osborne and Nick Pervus.

II. ANNOUNCEMENTS AND AGENDA MODIFICATIONS

There were no announcements or agenda modifications.

III. CONSENT AGENDA

A. Minutes – February 22, 2010

Member Backus moved and Member Wagner seconded to approve the minutes as presented.

MOTION CARRIED UNANIMOUSLY 3-0

IV. ACTION

A. Ordinance No. 6295 – Amendments to City of Auburn Floodplain Regulations

Environmental Protection Manager Chris Andersen presented this ordinance, with the assistance of Environmental Planner Jennifer Shih, Storm Drainage Engineer Tim Carlaw and Assistant City Attorney Steven Gross. The following are key presentation points:

- One public comment was received at the February 23, 2010 Planning Commission public hearing. Written comments were received from the public as well as the Muckleshoot Tribe, Pierce Transit, King County and Department of Commerce. Staff will distribute the draft February 23, 2010 Planning Commission minutes and written comments to the Committee.

- At Committee's request, staff identified the changes made to the ordinance since their review on February 22, 2010.

Member Backus moved and Member Wagner seconded to forward Ordinance No. 6295 to full Council for approval.

MOTION CARRIED UNANIMOUSLY 3-0

B. Resolution No. 4575 – 2009 CAPER Report

Community Services Manager Michael Hursh presented Resolution No. 4575. The Consolidated Annual Performance and Evaluation Report (CAPER) is submitted to the Department of Housing and Urban Development (HUD) annually. Its primary purpose is to identify where Federal dollars are being spent, by whom, and what the money accomplishes. It also serves as an evaluation tool and begins the process of setting spending goals for the next year. The following are key presentation points:

- The 2009 budgeted amount for the Housing Repair program was \$150,000; actual amount spent was \$193,641. Prior to 2009, there was a backlog of Housing Repair program applications and not all of the funds were used each year. The difference for 2009 was funded from prior years' budgets. Staff confirmed that the applications are current.
- Standing management procedure allows citizens of previously funded repairs to re-apply every three years.

Member Backus moved and Member Wagner seconded to move Resolution No. 4575 to full Council for approval.

MOTION CARRIED UNANIMOUSLY 3-0

V. DISCUSSION and INFORMATION

A. Resolution No. 4572 – Concession Agreement with Optimist Club of Auburn

Parks Planning & Development Director Daryl Faber presented Resolution No. 4452 that renews an agreement allowing the Optimists Club of Auburn to operate the food concession stand at Game Farm Park from April 11 to August 31, 2010.

The Committee asked staff to submit information on the amount that has been raised by the Optimist Club of Auburn. The Committee supports this resolution.

B. Resolution No. 4573 – Concession Agreement with Little League of Auburn

Parks Planning & Development Director Daryl Faber presented Resolution No. 4573 which renews an agreement allowing the Little League of Auburn to operate the food concession stands at Brannan Park and Sunset Park from March 1 to July 31, 2010. The Committee supports this resolution.

C. Resolution No. 4570 – Storm Water Management

Water Quality Program Coordinator Chris Thorn presented Resolution No. 4570, which approves the updated 2010 Stormwater Management Program for implementation in Auburn and authorizes a copy of this program to be included in the

in the 2009 Department of Ecology National Pollutant Discharge Elimination System Western Washington Phase II Municipal Stormwater Permit annual report.

The Department of Ecology permit requires an annual report on the City's 2009 accomplishments and a report identifying the City's goals for 2010. Copies of both documents were included in the agenda packet.

This resolution will be presented on March 15, 2010 to the Public Works Committee for action, followed by a public hearing at the March 15, 2010 City Council meeting.

D. Proposed Code Amendment Providing for Master Plans

Principal Planner Jeff Dixon presented this topic, reviewing the topic introduction memo as distributed with in the agenda packet. Staff has had some informal conversations with a couple of institutions located within the city and these institutions are currently considering or beginning a process for master planning their campus and facilities. Currently, the City does not have any master plan standards and regulations in its Code. With Committee's direction and concurrence, staff would prepare draft master plan regulations for future policy consideration by the City Council. The following are key presentation points:

- Other jurisdictions use master planning for large scale commercial, industrial and institutional projects. Committee discussed and directed staff to research other jurisdictions' standards and regulations, identify problems and/or benefits encountered and bring back real case scenarios for Committee consideration.
- The basic premise of a master plan is to front load the coordination with the planning and engineering reviews and approvals so that once the master plan is approved and the environmental review is completed, an applicant could literally come in and only have to apply for a building permit. The exact nature of the subsequent approvals would depend on already having completed the environmental process (SEPA) and dependent on the level of detail of the master plan. The master plan could be used as an economic development tool.
- It is envisioned that the City Council would adopt code provisions that would provide for the master plan to be approved by the Hearing Examiner.
- Staff reviewed the most apparent advantages and disadvantages of adopting a new code section for master plans with the Committee.
- Committee provided direction on phasing, valid time length and subsequent reviews of master plans. Staff noted that exceptions for life/safety issues and changes to Federal and State mandates would be written into the master plan code.
- Committee identified possible participants for a master plan focus group.

E. PCDC Status Matrix

Committee reviewed the PCDC Status Matrix and provided direction to staff.

VI. ADJOURNMENT

There being no further business to come before the Planning and Community Development Committee, Chair Norman adjourned the meeting at 6:26 p.m.

APPROVED THIS _____ DAY OF MARCH, 2010.

Lynn Norman, Chair

Renee S. Tobias, Planning Secretary